



Policy: 1190
Procedure: 1190.01
Chapter: Administrative Reports
Rule: Incident, Misconduct,
and Positive Behavior
Recording

Effective: 03/12/2008
Replaces: 1190.01
Dated: 10/01/2003

Purpose:

The Arizona Department of Juvenile Corrections (ADJC) requires employees to document events that may compromise the safety and security of employees and juveniles, positive and negative juvenile behaviors that require follow-up by the Multi-Disciplinary Team (MDT), and juvenile progress in meeting behavior objectives required by the Stages of Progress.

Index:

1. **Incident Reporting**
 - **Reportable Incidents**
 - **Incident Reporting Process**
 - **Incident Report Input and Tracking**
2. **Misconduct Reporting**
3. **Positive Behavior Reporting**
4. **Employee Feedback Tracking**

Rules:

1. **Incident Reporting:**
 - a. **Reportable Incidents:**
 - i. **EMPLOYEES** shall:
 - (1) Report the following incidents on Form 1190.01A Incident Report:
 - (a) Serious Offenses:
 - (i) Child Abuse;
 - (ii) Employee assaulted by juvenile;
 - (iii) Escape;
 - (iv) Hostage situation;
 - (v) Juvenile assaulted by juvenile; and
 - (vi) Sexual behavior.
 - (b) Contraband:
 - (i) Contraband other;
 - (ii) Contraband mail item;
 - (iii) Illegal drugs(s)/alcohol seized;
 - (iv) Lost or missing tool/state issued equipment;
 - (v) Medication;
 - (vi) Tattoo material; and
 - (vii) Weapon(s) seized.
 - (c) Self Harm:
 - (i) Self injurious behavior;
 - (ii) Suicide threat; and
 - (iii) Tattooing.
 - (d) Delinquent Offenses:
 - (i) Attempted escape;
 - (ii) Juvenile on juvenile fight; and
 - (iii) Threatening/intimidating.

Procedure No. 1190.01 Incident, Misconduct, and Positive Behavior Recording
Page 2 of 5

- (e) Medical:
 - (i) Death of an employee;
 - (ii) Death of a juvenile;
 - (iii) Injury; and
 - (iv) Medical Emergency.
 - (f) Property:
 - (i) Damage to property;
 - (ii) Fire;
 - (iii) Found item; and
 - (iv) Theft.
 - (g) Self referral to separation.
- b. **Incident Reporting Process:**
 - i. **EMPLOYEES** who observe or have knowledge of an incident listed above shall:
 - (1) Immediately notify a QMHP if the incident involves self-injurious/suicidal behavior;
 - (2) Complete and submit Form 1190.01A Incident Report Form (IR):
 - (a) Not later than the end of their assigned shift or workday;
 - (b) In accordance with Procedure 4061.01 Separation Program if Separation is involved; or
 - (c) Immediately if directed to do so by a supervisor.
 - ii. If multiple employees are involved:
 - (1) **THE EMPLOYEE WHO FIRST DISCOVERS AN INCIDENT** shall complete:
 - (a) Section I - Incident date, time, and facility;
 - (b) Section II - Persons involved to include:
 - (i) Juvenile Name;
 - (ii) K#;
 - (iii) Housing Unit;
 - (iv) Identifiers to include:
 - 1. Suspect;
 - 2. Victim; and
 - 3. Other.
 - (v) Suspected Negative Peer Association.
 - (c) Section III - Incident category(ies);
 - (d) Section IV - Location/Sub-location;
 - (e) Section V - Employee/other Injury report;
 - (f) Section VI - Narrative to include:
 - (i) Who were the involved persons;
 - (ii) What was the sequence of events;
 - (iii) When did the event(s) occur;
 - (iv) Where did the event(s) take place;
 - (v) How did the event(s) occur; and
 - (vi) Any contributing factors or behaviors.
 - (g) Section VII - Juvenile Interventions;
 - (h) Section VIII - Use of Force Report; and
 - (i) Section IX - Juvenile Injury Report.
 - (2) **OTHER INVOLVED EMPLOYEES** shall complete IR supplements.
 - iii. For incidents involving self injurious behavior/suicide threat:
 - (1) **A QUALIFIED MENTAL HEALTH PROFESSIONAL** (QMHP) in accordance with Policy 4250 Suicide Prevention shall:

- (a) Assess the juvenile and/or circumstances surrounding the incident and determine if any self injurious behavior qualifies as suicidal behavior;
 - (b) Check the appropriate box under Section X of the IR indicating his/her decision by the end of his/her assigned workday;
 - (c) In the event of a telephone consultation:
 - (i) Direct the OIC to check the appropriate box under Section X of the IR indicating his/her decision;
 - (ii) Provide further instructions to the OIC as necessary;
 - (iii) Require the OIC to confirm the decision/instructions by:
 - 1.Repeating the decision/instructions back over the telephone; and
 - 2.Sending an e-mail to the QMHP including the:
 - a.Date;
 - b.Time;
 - c.Employee's Name;
 - d.Juvenile's name;
 - e.K number;
 - f. Incident Report number; and
 - g.Decisions/instructions provided.
 - (d) Ensure all confirmation emails are:
 - (i) Printed;
 - (ii) Signed; and
 - (iii) Placed in the Correspondence Section of the involved juvenile's Mental Health File.
 - (2) A **QUALIFIED HEALTH CARE PROFESSIONAL** (QHCP) shall, in accordance with Policy 4250 Suicide Prevention:
 - (a) Determine if any suicidal behavior, as determined by a QMHP, is a:
 - (i) Serious suicide attempt;
 - (ii) Life threatening suicide attempt; or
 - (iii) Completed suicide.
 - (b) Check the appropriate box under Section XI of the IR indicating his/her decision by the end of his/her assigned work day;
 - (c) Contact the Security Officer in Charge (OIC) if housing unit personnel are unable to deliver the incident report to medical in a timely manner.
 - iv. For incidents involving negative peer association and/or suspected gang activity:
 - (1) The **GANG INFORMATION OFFICER** shall:
 - (a) Complete Section XII of the IR with his/her determination of whether or not the suspected behavior(s):
 - (i) Was gang activity; and
 - (ii) If gang activity, was violence involved.
- c. **Incident Report Input and Tracking:**
 - i. **SECURITY EMPLOYEES** shall:
 - (1) Input submitted IRs into Youthbase:
 - (a) Before 6:00 a.m. the following morning; or
 - (b) In the event of a significant incident, in accordance with Procedure 1190.03 Significant Incident Reporting;
 - (2) Coordinate initial and supplemental IRs from the same incident under one control number for tracking purposes.
 - ii. **THE YOUTH PROGRAM SUPERVISOR (YPS) and/or YOUTH PROGRAM OFFICER III (YPOIII)** shall:

Procedure No. 1190.01 Incident, Misconduct, and Positive Behavior Recording
Page 4 of 5

- (1) Follow-up on all IR's and for each incident report complete Form 1190.01B Employee Feedback Form; and
- (2) Compile all behaviors using Windows Youthbase reports and present these behaviors to discuss at the MDT Review/Staffing.

2. Misconduct Reporting:

a. EMPLOYEES:

- i. Shall consider the following behaviors to be juvenile misconduct:
 - (1) Failure to Comply/Program;
 - (2) Out of Area; and
 - (3) Horseplay.
- ii. Who observe or have knowledge of juvenile misconduct shall:
 - (1) Complete Form 1190.01B Employee Feedback Form not later than the end of their assigned shift or workday;
 - (2) If multiple employees are involved:
 - (3) The **EMPLOYEE WHO FIRST DISCOVERS THE MISCONDUCT** shall complete Form 1190.01B Employee Feedback Form to include:
 - (a) Juvenile's name;
 - (b) Indicating "Negative", which will automatically generate a tracking number;
 - (c) Description of negative behavior;
 - (d) Comments regarding the negative behavior;
 - (e) Verbal Feedback;
 - (f) Outcome;
 - (g) Consequences given;
 - (h) Indicating if:
 - (i) The form is for feedback only; or
 - (ii) The Juvenile was referred to Alternative Education (AE)
- iii. Shall Complete and submit Form 1190.01A Incident Report Form if:
 - (1) Juvenile misconduct escalates into a reportable incident and falls into the incident reporting categories;
 - (2) A medical issue occurs during juvenile misconduct to include the categories of:
 - (a) Injury; and/or
 - (b) Medical Emergency.
- iv. Shall complete the Use of Force Report tied to the Employee Feedback Form if a use of force occurs during juvenile misconduct.

3. Positive Behavior Reporting:

a. EMPLOYEES:

- i. Shall record all exceptional demonstrations of positive behaviors of the ADJC Cultural Norms by juveniles in the CABBV reporting system to include:
 - (1) Safe Environment;
 - (2) Positive Communication;
 - (3) Respect; and
 - (4) Responsibility.
- ii. Record all other positive behaviors using Form 1190.01B Employee Feedback Form.
- iii. Ensure positive behaviors are recorded not later than the end of their assigned shift or workday.

4. **Employee Feedback Tracking:**

a. **The YPS and/or YPOIII shall:**

- i. Follow-up on all Employee Feedback Forms;
- ii. Ensure that Form 1190.01B Employee Feedback Form has been completed in Windows Youthbase for each behavior;
- iii. Compile all behaviors using Windows Youthbase reports; and
- iv. Present employee feedback reports at MDT Reviews/Staffings.

Signature Date

3/5/08

Approved by Process Owner

Kellie M. Warren, Psy.D.

Dr. Kellie M. Warren, Psy.D., Deputy Director

Effective Date

3/12/08

Approved by

Michael D. Branham

Michael D. Branham, Director